

EL MONTE COMMUNITY SERVICES DEPARTMENT
Transportation Division - Application For Part-Time Employment

- PRINT CLEARLY, COMPLETE ALL ITEMS -

Position Applied For:	<input type="checkbox"/> Clerical	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Other: _____
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PERSONAL DATA	Date:	Social Security Number	
Last Name:	First:	M.I.	
Street Address:			
City:		Zip Code:	
Day Phone: ()		Alternate Phone: ()	

How did you learn about us? ☐ Walk-in ☐ Newspaper ☐ Agency ☐ City Web Site ☐ Referral ☐ Other _____

Have you applied with us before? ☐ Yes ☐ No If yes, when?: _____

Have you worked for the City of El Monte before? ☐ Yes ☐ No If yes, when? _____

Do you have any relatives working for the City of El Monte? ☐ Yes ☐ No If yes, who? _____

BACKGROUND INFORMATION

- A. Are you 18 years of age or older? ☐ Yes ☐ No
- B. Can you, after employment, prove your legal right to work in the U.S.? ☐ Yes ☐ No
- C. Do you possess a valid Driver’s License? ☐ Yes ☐ No License # _____
Expiration Date: _____ Class: ☐ C (Autos) ☐ B (Commercial) ☐ A (Commercial) ☐ Other _____
Commercial Driver Endorsements: ☐ Passenger ☐ VTT ☐ School Bus ☐ Air Brakes ☐ Other _____
- D. Have you ever been convicted of a criminal offense other than a minor traffic violation? ☐ Yes ☐ No
**Note: DUI, Reckless Driving, Hit & Run and Failure to Appear are not minor traffic violations.*
- E. Have you ever been discharged or forced to resign from any position? ☐ Yes ☐ No
- F. Have you ever worked or attended school under any name other than the one listed above? ☐ Yes ☐ No

If you responded “YES” to questions D-F above, explain further in this section. A “YES” answer to questions D-F will not automatically disqualify your application; however, failure to provide complete and accurate information may be cause for disqualification and termination if you are selected for employment.

EDUCATION AND TRAINING	Did you graduate from high school or receive a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Circle years of school completed: 8 9 10 11 12 College 13 14 15 16 17 18 19

High School: _____

College/Trade: _____

Major: _____ Minor: _____ Degree: _____

Are you fluent in any languages other than English? ☐ Yes If yes, which language(s)? _____

SKILLS:	Describe any relevant skills that you possess. Include special licenses, credentials, certificates or technical training.
If appropriate for the position you seek, include typing or shorthand speed and computer skills. List any and all additional information you feel might be useful during the selection process.	

AVAILABILITY:	<input type="checkbox"/> Check here if available <u>any</u> hours	If restricted, indicate available hours below:					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

WORK EXPERIEINCE	List all positions you held in the last <u>ten years</u>. Start with present or most recent employer
Explain any gaps. List U.S. military service and/or relevant volunteer experience. If more space is needed attach and sign an additional sheet.	

Present or most recent Employer :	Dates Employed		Work Performed
Address:	From	To	
Phone:	Your Job Title		
Supervisor:			
Reason for Leaving:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone:	Your Job Title		
Supervisor:			
Reason for Leaving:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone:	Your Job Title		
Supervisor:			
Reason for Leaving:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone:	Your Job Title		
Supervisor:			
Reason for Leaving:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
Address:	From	To	
Phone:	Your Job Title		
Supervisor:			
Reason for Leaving:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Read Carefully Before Signing

I certify that I have not knowingly withheld any information that might adversely affect my chance for employment, and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the City of El Monte to thoroughly investigate and verify my answers, references, work record, education and other matters related to my suitability for employment. I authorize my former employers to disclose to the City any and all letters, reports and other information related to my work record and any and all other pertinent information, including personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the City, my former employers and all other persons, corporation, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that the City of El Monte Transportation Division requires drug and alcohol testing as a condition of employment, subject to applicable federal and state laws, and I consent to any such testing.

I understand that employment with the City of El Monte is at will, and that the City or I may end my employment at any time with or without cause.

Signature: _____ **Date:** _____